



Ricards Lodge High School and RR6's Careers Education, Inspiration and Employability Policy

1. Aim, commitment and vision:

Ricards Lodge High School /RR6 is committed to providing the highest quality education and opportunities for students

We have high and challenging expectations of our students and place achieving their full potential at the heart of our educational aspirations. We aim to support the aspirations of students and to support students through unbiased information, advice and guidance based on their individual needs

We are committed to educating the whole person and helping our students to understand the importance of responsibility, compassion, competition, fairness and honesty in all that they do

Promoting a career development culture and an effective careers and employability programme is integral to the mission and ethos of Ricards Lodge High School.

Our planned and progressive careers, employability / work related, enterprise programme is provided through tutorial time, assemblies, curriculum activities in PSHE, through Spiritual, Moral, Social and Cultural (SMSC) provision, cross curriculum and specific careers events with differentiated arrangements for all year groups

Development of CEIAG / employability entitlement is included in school improvement/development plan

We are committed to:

Providing a planned, progressive programme of activities to which all students from Years 7 – 13 are entitled which will help them to plan and manage their careers

Providing IAG which is impartial, unbiased and is based on student's needs from Year 8 through to Year 13.

Working in partnership with external guidance provider (currently Education Development Trust) to ensure students have access to impartial and unbiased guidance about education, employment or training at relevant transition points

Comprehensive careers learning provision in the sixth form

2. Response to policy and statutory duties:

Ricards Lodge High School is committed to fulfilling the requirements of Section 19 Education Act (2011) and Statutory Guidance: Careers guidance and inspiration in schools (2015) as issued in March 2015 through securing independent and impartial careers guidance through an external careers guidance provider.

Our careers and employability programme follows local, regional and national frameworks for good practice and other relevant guidance. These include:

Ofsted's inspection criteria for evaluating careers provision in schools (September 2015)

Career Development Institute – Framework for careers, employability and enterprise education 7 – 19, November 2015

DfE's Principles of good practice - section 10 of the statutory guidance

3. Implementation:

Management and staffing:

The Head of PSE and Careers (Henrike Wilford) takes the lead for careers and employability with support from the KS3 PSE coordinator (Andy Nolan) and the KS5 Careers Advisor (Emma Day) The line manager and link with SLT is the Assistant Head Teacher (Dwight Weir)

All teachers, tutors, HOY and PSE teachers are expected to be actively involved in delivering careers and employability learning through both specific activities in PSE and through tutor times and Assemblies.

There is a Sixth Form Careers and UCAS Adviser who works with all our Key Stage 5 students. This role is line managed by Assistant Headteacher, RR6.

Head of Department, Heads of Year and Subject leaders also work closely with the PSE Careers Team to promote careers in their own subjects

Resourcing:

There is allocated an annual budget for careers and work related (employability) learning through the PSE budget

Online Careers resources are publicised on the school website and are accessible on the VLE sites too.

There are relevant Careers Notice board in both the main school and the RR6 LRC which is maintained by the Careers Adviser and Heads of Departments also produce their own displays themed "Careers in...".

A room is allocated for careers interviews with access to IT and free from interruptions

Students have access to IT and are encouraged to access Resource Companion and various specialist careers sites both in school and at home

The Sixth Form Careers and UCAS Adviser has a dedicated office with IT access.

The careers and employability programme design and delivery:

All students at Ricards Lodge High School are entitled to an education that enables them to make progress so they:

- > Achieve their best
- Become confident individuals living fulfilling lives, and
- Make a successful transition into adulthood whether into employment, further or higher education or training

Our aim is to develop well-rounded and successful young people who are prepared for the competitive global employment market through our three aspects of:

- > Academic success
- Careers and personal development
- > Extra-curricular enrichment

Our priorities are to support individual aspirations, improve attainment and ensure positive destinations. Our inclusive approach aims to meet the needs of specific groups including looked after children, young carers, students from economically-deprived backgrounds and students with special educational needs and disabilities.

All students have access to a range of impartial, up to date information resources through the Learning Resource Centre and Careers Notice Boards. IT resources are fully utilised and include access to purchased specialist careers software including Career Companion Extra and Career Companion

There is an emphasis on providing information on the full range of options including traineeships, all levels of apprenticeships and all vocational and academic pathways

The careers and employability programme has been devised to provide learning outcomes related to the three core aims and seventeen areas of learning for careers, employability and enterprise education in the CDI Framework for careers, employability and enterprise education11-19 (2015) of:

- ➤ Developing yourself through careers, employability and enterprise education Understanding themselves and the influences on them. This includes: Self awareness, self-determination and self-improvement as a learner, and finance and lifestyle choices
- ➤ Learning about careers and the world of work Investigate opportunities in learning and work. This includes: Career information skills, changing world of careers and work, progression opportunities, respect for diversity and valuing equality, diversity and inclusion, behaviour demands at work and health and safety at work
- ➤ Developing you career management and employability skills Make the most of careers information, advice and guidance and adjust plans to manage change and

transition. This includes: Planning for the future, showing initiative and enterprise, decision making and application and presentation skills

The careers and employability programme is delivered across the whole school including Key Stage 5 through:

a) PSE curriculum for years 7-13

Year 7 – Who am I? Self Development – I know how to identify my strengths and weaknesses

Year 8: I understand what is out there for me. Career exploration – Investigate and assess their needs, interests, skills, attitudes and aspirations in relation to options for learning and work

Year 9 – How will my options help me reach my career goals? Career Management – Make and adjust plans to manage change and transition.

Year 10/11 – I know where I am going Post 16 and I have a backup plan. Career management - make and adjust plans to manage transition.

Year 12 – Futures Careers Exploration and management – Investigate learning opportunities and make and adjust plans to manage transition.

Year 13 – I have a clear plan for the future and a backup plan. Careers Exploration and management – Investigate learning opportunities and make and adjust plans to manage transition.

- b) <u>Tutorial activities</u> all year groups have tutorial sessions which at the head of years discretion can include careers and employability content
- c) <u>Focussed events and drop-down days</u> e.g. Year 9 Careers Networking day, Year 8 Enterprise Day, RR6 DDD
- d) <u>Cross curriculum activities</u> through subject leads and teachers being encouraged to identify careers and employability links within their subject areas
- e) Work Shadowing programme Year 12 students have 2 weeks work shadowing in July
- f) Targeted additional interventions e.g. year 10 employability programme for Year 10 pupil premium students
- g) <u>Careers quidance interviews</u> for all students in Years 11, 12 and 13 and all students in pupil premium group as well as other students in years 9 and 10 identified as likely to benefit from earlier individual careers guidance interventions
- h) <u>Visits, trips and talks</u> e.g. Year 11 Aim Higher University Visits, apprenticeship talks and apprenticeship fairs and all yr 12 attend the annual UCAS HE & Careers Fair
- i) <u>Assemblies</u> targeted year group assemblies on themes such as progression pathways, values, post-16 and post 18 options
- j) <u>Enrichment opportunities</u> these include briefing and mentoring of younger students and sharing experiences relevant to future careers plans

Implementation - Student Entitlement

All students are offered access to a planned programme relevant to their year group and all students are entitled to a careers and employability programme that:

- is structured to deliver explicit learning outcomes
- meets professional standards of practice
- ➤ gives access to a qualified impartial and independent careers adviser for personalised advice and guidance from Year 8 to year 13

- signposts to relevant up-to-date and impartial sources of careers information and advice
- ➤ signposts to key careers sites such as the National Careers Service, National Apprenticeship Service, Plotr, UCAS, NotGoingtoUni and What University?
- provides impartial information, advice and guidance in the best interests of the individual student
- is person centred, personalised and differentiated
- raises aspirations, challenges stereotyping and promotes inclusion, equality and diversity
- ➤ helps them to recognise their likes, dislikes, influences, strengths and preferences in relation to career decisions
- > includes information about the world of work and how the labour market is changing
- ➤ includes information about further and higher education, training and apprenticeships
- develops their skills and qualities to improve their employability and enterprise
- prepares them for effective and successful transitions
- helps to develop financial capability skills
- > develops and strengthens personal presentation skills for selection processes
- does not impose limitations on student's aspirations based upon their social, economic or ethnic background

4. Staff CPD:

- The Head of PSE and Careers and the KS3 PSE coordinator is enabled to attend appropriate CPD
- The Sixth Form Careers and UCAS Adviser identifies and attends relevant CPD
- The Sixth Form Careers and UCAS Adviser is a member of the Charted Institute of Personnel and Development and holds a Certificate in Careers Counselling
- The HOD and Sixth Form Careers and UCAS Adviser are registered with a range of specialist careers information providers and filter and disseminate relevant information to Heads of Years to use as appropriate with teachers and tutors
- The Careers Adviser from the external guidance provider is fully qualified and is required to attend CPD and use information provided by their employer (e.g. Labour Market Information Bulletins) to keep their professional knowledge up to date
- Teachers and tutors are provided with briefings when introducing new careers activities and/ or resources through termly PSE meetings
- Sixth form teachers/ tutors are trained to support UCAS process

5. Partnerships/ employer engagement:

Ricards Lodge High School recognises the importance of partners and collaborative working to ensure an effective careers and employability programme. Examples of partners include:

- Independent / external careers guidance CfBT / Education Development Trust
- Employers Barclays Lifeskills, Herbert Smith Freehills
- FE Kingston College, South Thames College
- *HE* Surrey, Sussex, Kingston, London South Bank, Goldsmiths, UCL, SOAS, University of Roehampton and various Oxbridge colleges
- Apprenticeship and traineeship providers London Borough of Merton, London Borough of Sutton
- Enterprise / Community / voluntary organisations Inspiring Minds

- Parents and Governors Via the Year 9 Careers Networking event
- Other London Borough of Merton Youth Support Service, My Future key worker service and other support agencies providing services for target groups
- Alumni network following from sixth form

6. Equality and diversity and SEND (Special Educational Need and Disability):

Our inclusive approach aims to meet the needs of specific groups including looked after children, young carers, students from economically-deprived backgrounds and students with special educational needs and disabilities. The Inclusion team provides the specialist input and advice on appropriate interventions and will determine whether outside agencies need to be involved.

Ricards Lodge High School is committed to:

- Ensuring that all children and young people, regardless of their circumstances are given equal opportunities to achieve their full potential, have positive outcomes and feel valued members of the school community
- Our inclusive approach that aims to meet the needs of specific groups including looked after children, young carers, students from economically-deprived backgrounds and students with special educational needs and disabilities
- Trying to ensure that all students make expected or better progress towards their individual targets
- Ensuring that all students at Ricards Lodge High School get the support they need.
- Having additional targeted interventions for pupil premium students and any identified of being at risk of unsuccessful transitions
- Our Cedar Base programme that is designed specifically to aid inclusion and support students with special educational needs and ensure they are able to access resources and opportunities through the 3 strands of dedicated staff covering inclusion, EAL and SEND
- Ensuring that SEND students have support from Learning Support Assistants to engage in the activities of the school alongside students who do not have SEN
- Offering all students from Year 8 careers guidance. Those with Education Health Care
 Plans (and Statements of Special Educational Needs) will be offered specialist careers
 guidance in preparation for transition.

7. Parents / carers:

- This policy is accessible on the school's website for ease of access to parents / carers and other partners
- The Careers Adviser is expected to be available at parents / carers events for Years 9, 10 and 11.
- The Sixth Form Careers and UCAS Adviser is available at most events for parents / carers

8. Monitoring, review, evaluation, future development:

The careers and employability programme is reviewed and developed each year in relation to meeting the student entitlement and to ensure all intended learning outcomes are met related to the three core aims and seventeen areas of learning for careers, employability and enterprise education in the CDI Framework for careers, employability and enterprise education11-19 (2015). We use a range of methods including

• Tracking the provision of the key careers activities provided to each year groups to record the full range of interventions i.e. speakers, day trips and visits, special week

events, UCAS and careers weeks, work experience, volunteering, drop-down days and careers interviews

- Tracking individual careers plans in the sixth form
- Use of Education Development Trust (CfBT) review and evaluation data on careers guidance through their termly and annual impact reports
- The Heads of Years monitor and review all tutorial and PSHE input
- Evaluating key events and visits through activities capturing what went well, even better if and next time I/We will... (WWW/EBI/NTI)
- Evaluating key stage 5 careers events and drop-down days including year 12 HE and futures day and Lifeskills Day for year 13
- Reviewing the role of and contribution from core partners through annual partnership agreement reviews
- Collecting September Guarantee information to submit to the local authority
- Collecting destinations information at key transition points to monitor the range of pathways and routes entered by our students at different transition points
- Recording Year 11 and sixth form destination data
- Monitoring the progress of pupil premium students and other students at risk of unsuccessful transitions to provide additional interventions
- The Sixth Form and UCAS Adviser provides a termly report for SLT and governors.

This Policy was approved by SLT and Governors
Date approved: February 2016
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SignedChair of Governors